

**United Counties of Leeds and Grenville
Accessibility Advisory Committee
Minutes**

Tuesday, July 22, 2025

9:00 a.m.

Council Chambers

25 Central Avenue West, Brockville, Ontario

Members Present: Rob Wright, Chair
Brant Burrow, John Conley, Evelyn Pott, Jeff Shaver,
Claire Smith, Bill Steenkamer, Calvin Turner

Staff Present: April Bradley, Administrative Assistant
Andrea Bolton, Deputy Clerk/Accessibility Coordinator
(Recording Secretary)

Others Present: Sharon Steenkamer

1. Call to Order

Recording Timestamp 00:00:18

Mr. Wright called the meeting to order at 9:01 a.m. and provided regrets on behalf of Mr. Emberson.

2. Adoption of Agenda

Recording Timestamp 00:01:20

Resolution No. AAC-004-2025

Moved by Claire Smith

Seconded by Brant Burrow

THAT the Agenda for the July 22, 2025 meeting of the Accessibility Advisory Committee be adopted as circulated.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof – Nil

4. Adoption of the Minutes of the Previous Meeting

4.1 Meeting Minutes Dated February 18, 2025

Recording Timestamp 00:02:12

Resolution No. AAC-005-2025

Moved by Claire Smith

Seconded by Bill Steenkamer

THAT the Minutes of the Accessibility Advisory Committee meeting held on February 18, 2025 be adopted as circulated.

CARRIED

5. Delegations/Presentations

5.1 Rob More re: The Rural Fetal Alcohol Spectrum Disorder Support Network

Recording Timestamp 00:02:50

Rob Moore, Chair of the Rural FASD Support Network, presented with Diane Greer to provide a comprehensive overview of Fetal Alcohol Spectrum Disorder (FASD) in the Leeds Grenville and Lanark regions. Mr. Moore shared statistics indicating that FASD affects approximately 5% of the local population. They highlighted significant challenges due to long diagnostic waits, with many individuals remaining undiagnosed, contributing to poverty, which affects 70% of those with FASD in Canada. Mr. Moore noted that only 1-2% of individuals are formally diagnosed, and many remain unidentified, creating systemic barriers to accessing services and support. The organization addresses this gap by allowing self-diagnosis, enabling broader access to services.

Mr. Moore explained that the organization, established as a nonprofit in 2019 and supported by a Trillium grant, collaborates with 14 funding partners to provide free programming without requiring formal diagnoses. Their primary focus includes employment support, poverty reduction, and community engagement. Key objectives encompass raising FASD awareness, creating a sense of belonging for affected individuals and their families, supporting employment opportunities, and reducing societal stigma.

Mr. Moore elaborated on the organization's awareness initiatives, which actively engage the community through events like the Red Shoe Runs and an upcoming triathlon in Kemptville on August 17, 2025, an Olympic quality event, as well as partnerships with local chambers of commerce and business associations. He noted that these initiatives

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provide employment opportunities for people with disabilities. Mr. Moore emphasized the importance of community support, understanding, and creating meaningful opportunities for individuals with FASD to contribute to the community.

Recording Timestamp 00:32:31

Mr. Turner shared his experiences working with boys with FASD on the west coast. He explained the challenges of managing programs, which undermined their sense of identity. He noted that when he shifted the approach to a more personal connection, it positively impacted the children, however, funding cuts ended the program. He noted that while there has been progress in understanding these issues since his experiences in the mid-1990s to 2002, challenges remain. Rob Moore invited attendees to the upcoming triathlon and extended an invitation to future events.

Recording Timestamp 00:51:02

Mr. Wright suggested linking the presentation information on the committee's website to further expand awareness.

Recording Timestamp 00:52:12

Mr. Wright called for collaboration with other associations to raise awareness about FASD in the Leeds Grenville area, stating that having the region's third-highest prevalence ranking is unacceptable. He emphasized the need to address the underlying issues and work toward reducing FASD rates in the community.

Delegates left at 9:53 a.m.

6. Correspondence, Communications and Petitions – Nil

7. Information Items – Nil

8. Staff Reports

8.1 Report No. AAC-001-2025: Accessibility Policy

Recording Timestamp 00:53:03

Resolution No. AAC-006-2025

Moved by Calvin Turner
Seconded by Claire Smith

THAT the Accessibility Advisory Committee recommends Counties Council adopt the Accessibility Policy as attached to Report No. AAC-001-2025.

CARRIED

8.2 Report No. AAC-002-2025: 2025 Accessibility Event Update

Recording Timestamp 00:54:54

Next steps include adding the event to the e-newsletter; reaching out to chambers of commerce and business improvement areas; United County staff will undertake more active promotion; staff have already contacted the three Accessibility Advisory Committees about participation.

Recording Timestamp 01:00:04

Ms. Bolton will share the event flyer with the Committee.

Recording Timestamp 01:00:44

The Committee decided to pursue hiring a professional sign language interpreter,

Recording Timestamp 01:07:52

The Committee decided to use a different color for lanyards or bands to clearly identify volunteers and serve to promote the Committee's visibility

Recording Timestamp 01:13:19

The Committee decided it will implement several accessibility supports for the event, including an accessible single-floor venue, accessible washrooms, round tables for improved visibility, and a raised stage for speakers. An audio system with microphones, sign language interpretation, and Committee members to assist attendees will also be available, along with a projector.

Recording Timestamp 01:13:53

Mr. Burrow requested that guidance be provided to presenters regarding accessibility considerations. This includes advising them on pacing for sign language interpretation, ensuring sensitivity to audience members with visual impairments, and recommending clear, deliberate presentation styles. Mr. Burrow suggested educating presenters who

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may lack experience with diverse audiences and highlighted the importance of accessibility, even though the primary target audience is the building industry.

Recording Timestamp 01:15:50

The Committee discussed event promotion strategies, deciding to continue focusing on existing channels like social media, posters, and Committee outreach. After evaluating registration numbers, the Committee will consider targeted paid advertising on local radio stations. Free promotion options, including community radio segments and word-of-mouth, will be prioritized. The Committee decided the goal is to attract a meaningful number of participants within the 100-person venue capacity, with a decision on additional advertising to be made in mid-September. Committee members will leverage their community connections to support event visibility.

Recording Timestamp 01:21:39

The Committee decided that walk-in attendance will be limited and dependent on the total number of registered participants, with catering numbers serving as the primary constraint. Walk-in participation is not guaranteed due to catering constraints. The Committee decided if registration reaches the 100-person capacity, no additional walk-ins will be permitted however the venue's location outside Brockville means unintentional arrivals are unlikely. Interested individuals are encouraged to register in advance.

Recording Timestamp 01:21:39

The Committee decided the Chair Rob Wright will serve as the master of ceremonies on behalf of the Accessibility Advisory Committee.

Recording Timestamp 01:28:18

Ms. Smith will provide a 20-minute presentation about her lived experience related to accessibility, accessible buildings and changes incorporated into her own home. Mr. Wright noted her presentation should complement the other speakers, who are more focused on commercial and professional perspectives, by offering a personal, lived experience on accessibility challenges and solutions.

Recording Timestamp 01:29:26

The Committee noted questions and discussion are expected to extend the total presentation time.

Recording Timestamp 01:32:16

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The Committee discussed strategies for identifying and inviting exhibitors for the accessibility event. Ms. Bolton was tasked with pursuing potential exhibitors. It was suggested staff contact Ken Spicer of Brockville Home Health Care to explore whether his business suppliers would like to showcase their products or engage with attendees. The Committee decided to reach out to Dave Annabelle from Leeds Grenville Approved Professionals to see if he would promote the event and participate as an exhibitor to raise awareness.

The Committee established guidelines for exhibitor participation, including no participation fees, and a request for a raffle or door prize item.

Recording Timestamp 01:36:30

The Committee decided that Ms. Bolton would send a follow-up invitation to the previously contacted Accessibility Advisory Committees to encourage participant registration and identify potential exhibitors. Mr. Wright requested this communication highlight the remaining exhibitor spots and encourage committees to suggest potential organizations that could benefit from or contribute to the event.

Recording Timestamp 01:37:24

The Committee suggested several organizations as potential participants, exhibitors, or attendees. They proposed the YMCA as an exhibitor and requested that special invitations be sent to Habitat for Humanity, the ReStore, March of Dimes, and The War Amps.

Recording Timestamp 01:41:18

Ms. Smith will contact the YMCA.

Recording Timestamp 01:46:42

Mr. Wright requested Committee members proactively identify and recommend potential participants or exhibitors to Ms. Bolton to secure involvement before organizations finalize their fall event schedules.

9. Sub-Committee, Ad Hoc Committee and Member Reports – Nil

10. Unfinished Business – Nil

11. Announcements – Nil

12. Notice of By-law/Notice of Motion

12.1 A By-law to Adopt an Accessibility Policy

Recording Timestamp 01:49:55

13. Questions from the Media

Recording Timestamp 01:51:15

There were no questions from the media.

14. Questions from the Public

Recording Timestamp 01:51:23

There were no questions from the public.

15. Closed Meeting – Nil

16. Adjournment

Recording Timestamp 01:51:34

The Committee scheduled an additional meeting for September 3, 2025. The next regular meeting is October 21, 2025.

Resolution No. AAC-007-2025

Moved by Claire Smith

Seconded by Calvin Turner

THAT the meeting of the Accessibility Advisory Committee adjourn at 10:55 a.m.

CARRIED

Rob Wright, Chair

Andrea Bolton, Deputy Clerk/
Accessibility Coordinator